

**PORTSMOUTH MUNICIPAL COURT  
728 Second Street  
Portsmouth, Ohio 45662**

Case Number: \_\_\_\_\_

Plaintiff(s) \_\_\_\_\_

Defendant(s) \_\_\_\_\_

Address \_\_\_\_\_  
(Street and Number)

Address \_\_\_\_\_  
(Street and Number)

\_\_\_\_\_  
(City, Village or Township)

\_\_\_\_\_  
(City, Village or Township)

\_\_\_\_\_  
(State and Zip Code)

\_\_\_\_\_  
(State and Zip Code)

**INSTRUCTIONS FOR SERVICE**

Please issue summons and a copy of the complaint to the plaintiff(s) or the defendant(s) at the address listed above by the following means:

\_\_\_\_\_ **Bailiff Service (\$20.00 filing fee)**

\_\_\_\_\_ **Sheriff Service (Pay fee directly to Sheriff's Office)**

\_\_\_\_\_ **Certified Mail Service (no additional filing fee for first defendant, \$7.00 filing fee for each additional defendant or address thereafter)**

\_\_\_\_\_ **Certificate of Mailing (to be issued only if certified mail comes back unclaimed or refused)**

\_\_\_\_\_  
Plaintiff(s)/Defendant(s)